

Class Code 4919/Exempt
Position Title Program Manager
Working Area Community Services
Effective Date December 30, 2002



JOB DESCRIPTION

Scope

Professional and supervisory work conducting program analysis, contract administration, developing/tracking and evaluating program performance.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Prepare and conduct program analysis. Construct clear and comprehensive reports. Supervise, train and provide guidance to assigned staff. Initiate and recommend, for final approval by the Department Director, hiring, termination, performance evaluation, disciplinary and/or commendatory actions. Develop, present and monitor budget. Lead the division in the absence of the manager. Provide technical assistance to local community service agencies to identify, develop and coordinate performance measures. Conduct program audits. Research and analyze information, reports and recognize trends. Identify program needs and make recommendations. Develop, review, and evaluate policies and procedures for Grant Programs. Coordinate the development and oversee the intern program. Prepare monthly, quarterly and annual financial and program reports. Perform other duties as assigned. Present ideas clearly and concisely orally and in writing. Establish and maintain effective working relationships with coworkers and the general public. Plan, coordinate and organize work projects in an efficient manner. Use a personal computer and associated software to accomplish assigned tasks.

Minimum Qualifications

Knowledge and Skills

Social services and the role of non-profit agencies within the local community; research methodologies and techniques of social services; performance-based management and management reporting methodologies; and grant writing.

Education

Master's Degree in Social Work or a closely related field, and three (3) years' professional experience in the Social Services field.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.